Financial Management-Collections of Accounts Receivables Initiates 1st Reviews Initiates Initiates Receive Initiates Forward Discharge of Reverse CalSTARS 2^{nd} 3^{rd} Payment Franchise Tax to Debt Accountability A/R in contact Accounting Delegated under Report Contact Contact (liquidate Board Offset, Collection CalSTARS letter to RAO/HASS/IWF \$250, Forward AR) inform vendor Letter Letter Agency over \$250 emplovee non-EE End Review Initiates 1st Personnel CAISTARS Collection Report and Contact Personnel Letter to ee docs Make Arrangement Receive 2nd Receive 3^{rd} Receive 1st Doesn't EE Receive Employee/ for Repayment Contact Contact Contact Respond Offset with Vendor Letter Letter Letter Notification Accounting Prepare Offset Franchise Tax Board Request Receive Collection Info & initiate Collection Service collection activities for a fee. over \$5,000 requires the approval of Dept of Justice. Approval by Board of Control Board of

Control if over \$250